

Parental Consent Form: Lesson Recordings

Banadir Language School

Document type	Consent form
Version	1.0
Owner	The Headmaster
Date of issue	TO BE COMPLETED: date this form comes into use
Next review due	TO BE COMPLETED: date twelve months after issue

Part 1: Please read this first

Dear parent or guardian,

We record our lessons. This letter explains exactly what that means, so that you can decide. The form is on the last page and takes two minutes.

Please read this page before you tick anything.

Why we record

Your child's lesson is recorded so that your child can watch it again. A language lesson goes fast. A student who missed a word, missed a day, or simply wants to hear it twice can open the recording and go back over it.

That is the whole reason. It is not for anything else unless you say yes to something else below.

What is in a recording

A recording captures the teacher, the other students in the class, and your child: their picture, their voice, their name as it appears on screen, and anything they say or type in the lesson.

Some facts about our lessons, so you know what you are agreeing to:

Are lessons live, with a real teacher?	Yes
Is there a chat box in the lesson?	Yes, and private messages between students are switched off
Must your child have their camera on?	We ask them to, and we will work with you if that is a problem

Is your child alone with the teacher?	Not for a child, unless you or another adult is present or within earshot
---------------------------------------	---

Who can see a recording

Only the families of students in that same class, and our own staff. Nobody else.

To open it, a person has to be signed in to our system as a member of that class. There is no public link. A recording cannot be found by a search engine, and it is not on social media.

Nobody may download a recording, including our teachers. It stays where we put it.

Where it is kept, and for how long

Recordings are stored on our own secure system. We keep them for **TO BE COMPLETED: the number of days recordings are kept**, and then they are deleted automatically.

Our Privacy Policy explains where the file physically sits and who we use to store it.

You can change your mind

You can withdraw your consent at any time, by writing to us at the address on the last page. You do not have to give a reason.

When you withdraw it, we stop recording your child from that point, and we delete the recordings that exist of your child where we are able to. We will confirm to you what we have done, within **one month** of your asking.

One honest limit: where your child appears in a recording of a whole class alongside other children, we cannot always remove one child from a shared file. In that case we stop using the recording and delete it at the earliest point we can.

Saying no costs your child nothing

This is the important part. Saying no is a real option, not a formality.

If you say no, your child stays in exactly the same class, with the same teacher, the same lessons, and the same attention. Nothing about their course changes. We simply arrange the lesson so your child is not captured: their camera stays off and their name is set so it does not appear.

Your answer here is not a condition of enrolment, and it has no effect on fees, on the class your child is in, or on how they are treated.

Who to ask

If anything on this page is unclear, or you would like it explained in Somali, write to us. We would rather explain it twice than have you sign something you are not sure about.

Part 2: The form

Please answer every question. If you leave a box empty, we treat it as NO.

About your child

Child's full name	
Date of birth (Day / Month / Year, for example 14 / 03 / 2013)	
Course or class	

About you

Your full name, in capitals	
Your relationship to the child	
Your email address	
Your phone number	

Question 1: Recording the lesson so the class can watch it again

This is the main question. Tick one box.

☐ **I DO give permission** for my child to appear in recordings of their lessons, and for those recordings to be seen by our teachers and by the families of the other students in the same class.

☐ **I DO NOT give permission.** *If you tick this box: your child stays in the same class and loses nothing. We will keep their camera off during recorded lessons and set their name so it does not appear. Their lessons, their teacher and their fees do not change.*

Question 2: Using a recording to help a teacher improve

Separate question, separate answer. You can say yes to one and no to the other.

☐ **I DO give permission** for a recording containing my child to be watched by our own staff, and only our own staff, in order to review and improve teaching quality.

☐ **I DO NOT give permission.** *If you tick this box: recordings containing your child are used only so students can rewatch the lesson, and are never opened for teacher review.*

Question 3: Using any part of a recording publicly

We are asking separately because this is completely different from the two questions above.

[] I DO give permission for the school to use a short clip or a still image containing my child in its own publicity, for example on its website.

[] I DO NOT give permission. *If you tick this box: no image, clip or voice of your child is ever used publicly. This is the default and most parents choose it.*

What you are confirming

By signing below, you confirm that:

- You are the parent or the legal guardian of the child named above.
- You have read Part 1 of this form and understood it.
- You know you can change any answer above at any time by writing to us.
- You know that saying no to any question changes nothing about your child's course.

Signature	
Printed name	
Date (Day / Month / Year)	

If the student is eighteen or over

A student aged eighteen or over signs for themselves, and does not need a parent's signature.

Student's full name	
Signature	
Date (Day / Month / Year)	

How to send this back

Send the signed form to **TO BE COMPLETED: the email address or upload page signed forms are returned to** .

Please return it before **TO BE COMPLETED: how many days before the first lesson the form is needed** .

If you need to correct something on this form, cross it out, write the correct answer next to it, and put your initials beside the correction. Please do not use correction fluid or tape.

Questions about this form: **TO BE COMPLETED: the name and email address of the person who answers questions about consent** .

Parental Consent Form, version 1.0. Please check you are using the current version before signing.